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## **Minutes Housing Trust Fund Advisory Board July 2, 2009**

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Minutes of the Minutes of the meeting of the Housing Trust Fund (HTF) Advisory Board held on Friday, July 2, 2009, 7:00a.m., in the 2<sup>nd</sup> Floor Orchid II Conference Room, 21 East 6<sup>th</sup> Street, Tempe, Arizona.

**HTF Advisory Board Members Present:**

Kolby Granville  
Myra Jefferson  
Kevin Kaesberg  
Todd Marshall  
Chris Martin  
Stanley Nicpon

**Council Members Present:**

Corey Woods  
Shana Ellis

**City Staff Present:**

Craig Hittie  
Matthew Hess  
Michael Cardenas  
Jan Hort  
Chris Salomone  
Theresa James

**Members of the Public Present:**

Jayson Matthews  
Beth Fiorenza  
Nicole Miner  
Janet Garcia  
Catherine Mayorga

**Council Member Woods called the meeting to order at 7:03a.m.**

**Agenda Item 1-Public Comment**

None.

**Agenda Item 2-Welcome and Introductions**

Council member Woods introduced himself and then had the Advisory Board Members introduce himself or herself.

### **Agenda Item 3-Boards and Commissions Handbook**

Craig Hittie gave all the HTF Board Members a copy of the Boards and Commissions handbook.

### **Agenda 4-Open Meeting Laws Presentation**

Jan Hort gave the presentation on Open Meeting Laws. She touched briefly on the following topics.

- Definition of Public Bodies
- Requirements
- Role of city staff/key contacts
- Open Meeting Laws
- Prohibited Meetings
- Fact vs Opinion
- Notices and Agendas
- Minutes Rule
- Penalties
- Roberts Rule of Orders
- Typical Order of Business

Jan closed by asking if anyone had questions? No questions were asked.

### **Agenda Item 5-HTF Adopted Policies and Procedures**

Craig Hittie handed out copies of Resolution No.2009.08 and Ordinance No.2009.02 to all members of the HTF Advisory Board. Mr. Hittie went on to briefly discuss the contents in each packet.

### **Agenda 6-HTF Advisory Board Chair and Vice Chair Discussion/Election**

Stanley Nicpon nominated Todd Marshall for Board Chair. HTF Board Members took a voice vote. Nomination passed 6-0.

Todd Marshall nominated Stanley Nicpon for Vice-Chair. HTF Board Members took a voice vote. Nomination passed 6-0.

### **Agenda 7-Future Agenda Items**

- Set date & time for regularly scheduled HTF Advisory Board meetings
- Set HTF Advisory Board meeting frequency (Bi-Weekly, Monthly or Quarterly)
- Discuss dedicated revenue sources
- Discuss mission and goals for the HTF Advisory Board
- Discuss current HTF balance and possible uses of the funds
- Discuss Housing Trust Fund and how it fits into other programs

Councilmember Woods thanked everyone for their participation.

**Meeting adjourned at 8:07 a.m.**

Prepared by: Michael Cardenas

Reviewed by: Craig Hittie